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| Center Name: |  | Date of Hire: |  |
| Staff Name: |  | Position: |  |

**Please attach a recent DCF Transcript showing the completed trainings and enter the completion dates in the** [**VPK Readiness Rate Website**](https://vpk.fldoe.org/)**.**

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| TIME FRAME |  | REQUIRED TRAINING | DATE COMPLETED | ELC | NOTES |
| Must be completed **BEFORE** start of VPK Program Year | [ ]  | STANDARDS FOR 4 YEAR OLDS*(Instructor Led)* |       |       | If new VPK staff members are hired after the VPK program has begun, these trainings must be completed within **ONE MONTH** of hire. |
| [ ]  | HOW TO ADMINISTER THE FLORIDA VPK ASSESSMENT*(Instructor Led)* |       |       |
| [ ]  | EMERGENT LITERACY FOR VPK INSTRUCTORS*(Online)* |       |       |
| [ ]  | LANGUAGE AND VOCABULARY IN THE VPK CLASSROOM*(Online)* |       |       |

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| TIME FRAME |  | REQUIRED TRAINING | DATE COMPLETED | ELC | NOTES |
| Fall Programs between **Sept & Dec** Summer Programs: **July** | [ ]  | INTEGRATING THE STANDARDS: PHONOLOGICAL AWARENESS*(Instructor Led)* |       |       | If new VPK staff members are hired after the VPK program has begun, these trainings must be completed within **THREE MONTHS** of hire. |
| [ ]  | VPK ASSESSMENT INSTRUCTIONAL IMPLICATIONS*(Instructor Led)* |       |       |

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| DATE |  | ADDITIONAL TRAININGS/MEETINGS ATTENDED  | DATE COMPLETED | ELC | NOTES |
|       | [ ]  |       |       |       |  |
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| **ALL REQUIRED TRAINING COMPLETE** |
| [ ]  Yes | [ ]  No |
| Date Monitored: |       |
| ELC Staff Signature: |       |